

Retention and Classification Report

Agency: Kane County (Utah). County Commission (1480)

Kane County Courthouse
76 North Main Street
Kanab, UT 84741

Records Officer

83799 Minutes
24227 Ordinances

AGENCY: Kane County (Utah). County Commission

SERIES: 83799

4

TITLE: Minutes

DATES: 1864-

ARRANGEMENT: Chronological by date of meeting.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The minutes record the actions of the county commission (known during the territorial period as the county court), the governing body of the county. The court was authorized to manage all county business and county property. This included auditing all claims against the county. The members authorized salaries and the purchase of supplies and services. They levied property taxes for county purposes and served as a board of equalization. The members created election precincts, road districts, and school districts and appointed superintendents of such districts. They also appointed other county officials and set their salaries. The court located sites and oversaw the erection of public buildings. Business licenses, particularly liquor licenses were obtained through the commission. The Kane County Commission has been particularly concerned with road maintenance and management, and land management issues. The county managed grazing rights until the 1950s, and has more recently been involved in the management of the Grand Staircase Escalante National Monument.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 10.

AUTHORIZED: 02/20/2003

AGENCY: Kane County (Utah). County Commission

SERIES: 83799

TITLE: Minutes

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

PRIMARY CLASSIFICATION:

Public

AGENCY: Kane County (Utah). County Commission

SERIES: 24227

3

TITLE: Ordinances

DATES: 1896-

ARRANGEMENT: Chronological, thereunder numerical by ordinance number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 31.

AUTHORIZED: 05/14/2002

FORMAT MANAGEMENT:

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AGENCY: Kane County (Utah). County Commission

SERIES: 24227

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public